

EVALUATION GUIDELINES AND PERFORMANCE ANCHORS

1. **ATTITUDE: Towards Profession and Acceptance of Feedback**

Evaluates how the trainee views their new career in terms of personal motivation, goals, and his/her acceptance of the profession's responsibilities.

1. Unsatisfactory – Demonstrates a significant overall lack of enthusiasm or interest in the position as a new RPD officer. Has low goals for performance or achievement. Avoids taking on expected responsibility. Does not accept constructive criticism in a positive manner. Does not use feedback to make corrections and improve performance. Rationalizes mistakes, denies that errors were made, or is argumentative. Refuses to, or does not attempt to, make corrections
2. Needs Improvement – Demonstrates below average enthusiasm or interest in the position as a new RPD officer. Has below average goals for performance or achievement. Is willing to take on minimal responsibilities. While not argumentative, rationalizes or denies mistakes. Does not always accept constructive criticism positively or use it to make corrections and improve performance.
3. Meets Standard – Demonstrates expected levels of enthusiasm and interest in the position as a new RPD officer. Sets and meets reasonable and average goals for performance or achievement. Looks for opportunities to take on responsibilities commensurate with their position. Accepts constructive criticism in a positive manner and uses it to make expected corrections and performance improvements. Does not blame other persons or things for errors.
4. Exceeds Standard – Consistently demonstrates a high level of enthusiasm and interest for the position as a new RPD officer. Apparently uses off-duty time to further professional knowledge. Sets and meets above average goals for performance or achievement. Actively seeks opportunities to take on additional responsibilities and enjoys a high rate of success. Consistently accepts constructive criticism in a positive manner and uses it to make expected corrections and improve performance. Actively seeks feedback and looks for ways to improve performance beyond standard levels and is successful in doing so.
5. Outstanding – Consistently demonstrates a very high level of enthusiasm and interest for the position as a new RPD officer. Apparently uses off-duty time to further professional knowledge. Consistently reaches and achieves well beyond expectations. Actively seeks opportunities to take on additional responsibilities to maximize effectiveness and gain experience well beyond that which is required or expected and is consistently successful in doing so. Consistently accepts constructive criticism in a positive manner and uses it to make corrections and improve performance. Actively seeks feedback and looks for ways to improve performance well beyond standard levels and is highly successful in doing so.

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2. JOB READINESS: General Uniform Appearance, Physical Fitness, Firearms Proficiency, Forms and Equipment, Informed on Crime, Traffic and Community Problems. Preparation and Study of Applicable Material.

Evaluates the trainee's physical condition, level of endurance, and ability to react to physically demanding situations.

1. Unsatisfactory – Dirty or scuffed shoes/boots, wrinkled, dirty or poorly fitting uniform. Dirty or damaged duty belt or weapon. Hair not groomed and /or in violation of Department policy. Offensive body odor or breath. Poor physical fitness level. Does not meet minimum Firearm qualification standards. Does not have the basic equipment and forms necessary for duty due to lack of preparation or forgetfulness. Has not been attentive to or effectively recorded basic roll call and broadcast information. If information has been recorded, trainee is not able to recall, locate, or use it effectively. Is not prepared with these basic and essential law enforcement source materials, or demonstrates a significant lack of study and preparation with them.
2. Needs Improvement – Unable to react effectively to a physically demanding situation or endure strenuous assignments. While not unsatisfactory, appearance and maintenance of shoes and/or uniform articles, or grooming leaves room for improvement due to lack of proper attention. Weapon is not clean. Sometimes has offensive body odor or breath. Is unable to consistently meet minimum qualification standards, or must test repeatedly. Has difficulty or requires assistance to properly care for, disassemble, clean, lubricate, and reassemble issued or personally owned duty firearm. Has almost all of the basic equipment and forms necessary for duty but is missing one or more items due to lack of preparation or forgetfulness. One or more items of equipment are improperly maintained or unserviceable for the same reasons. Attentiveness and / or effective recording of basic roll call and broadcast information pertaining to these areas is minimal, as is the trainee's ability to recall, locate and use it effectively. Is minimally prepared with these basic and essential enforcement source materials, or demonstrates only a minimum level of study and preparation with them.
3. Meets Standard – Maintains an acceptable level of physical fitness. Successfully reacts to most physical challenges and strenuous assignments. Uniform fits properly and is neat and clean. Hair is well groomed and within policy. Shoes/boots and metal are polished. Duty belt is well maintained. Weapon is clean. Consistently meets minimum qualification standards and demonstrates proficiency -- without assistance -- in the proper care, disassembly, cleaning, lubrication, and reassembly of issued and / or personally owned duty firearms. Has available all of the basic equipment and forms -- including a fingerprint kit -- necessary for duty. All items of equipment are properly maintained and serviceable. Is attentive to and effectively records basic roll call and broadcast information pertaining to these areas. Trainee is able to recall, locate, and use it effectively.

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4. Exceeds Standard – Physical condition exceeds acceptable standards. Is capable of enduring physically demanding situations and strenuous assignments. Uniform is always neat, clean and tailored. All leather and metal are always shined and shoes appear spit-shined. Appearance is consistently sharp. Weapon is clean. Consistently exceeds minimum qualification standards and demonstrates above average solo proficiency in the proper care, disassembly, cleaning, lubrication, and reassembly of issued and / or personally owned duty firearms. Has available all of the equipment and forms -- including a fingerprint kit -- necessary for duty. All items of equipment are properly maintained and serviceable. Equipment and forms are particularly well prepared and organized for efficient use. -Is attentive to and effectively records basic roll call and broadcast information pertaining to these areas. Trainee has a strong memory and is able to recall, locate, and use this information very effectively. Trainee frequently seeks out additional information as well from various Department and community sources. Is well prepared with these basic and essential law enforcement source materials and demonstrates an above average knowledge of and proficiency with them reflecting above average levels of prior study or experience.
5. Outstanding – Is in excellent physical condition and is capable of reacting to any physical challenge. Makes an exceptional effort to remain physically fit through an ongoing fitness program. All elements of personal and uniform appearance and functionality are consistently impeccable and exemplary, reflecting exceptional efforts in preparation and care. Weapon is clean. Has available all of the equipment and forms -- including a fingerprint kit -- necessary for duty. All items of equipment are properly maintained and serviceable. Equipment and forms are particularly well prepared and organized for efficient use. Equipment preparation demonstrates exceptional efforts and effectiveness. Is attentive to and effectively records basic roll call and broadcast information pertaining to these areas. Trainee has an exceptional memory and is very well organized, and is able to effectively recall, locate, and use this information well beyond that which is expected. Trainee frequently seeks out additional information as well from various Department and community sources. Is very well prepared with these basic and essential law enforcement source materials and demonstrates an exceptional knowledge of and proficiency with them reflecting exceptional levels of prior study or experience.

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3. KNOWLEDGE: Department Policies and Procedures, Criminal Law and Procedure, Traffic Law and Procedure and Municipal Ordinances. Verbal & Written testing

Evaluates the trainee's knowledge of Department policies and procedures through verbal / written / simulation testing.

1. Unsatisfactory – Poor performance on testing demonstrates a significant lack of preparation.
2. Needs Improvement – Substandard performance on testing demonstrates a lack of sufficient preparation.
3. Meets Standard – Performance on testing demonstrates an adequate working knowledge reflecting an expected level of preparation.
4. Exceeds Standard – Performance on testing demonstrates an above average level of knowledge and performance.
5. Outstanding – Performance on testing demonstrates an exceptional level of knowledge and preparation..

4. APPLICATION: Application of Department Policies and Procedures, Criminal Law and Procedure, Traffic Law and Procedure, and Municipal Ordinances. Resources – Ability to Use Resource Materials to Find Answers and Solve Problems. Through Observed Field Performance

Evaluates the trainee's knowledge of policies and procedures through observed field performance.

1. Unsatisfactory – Poor field performance demonstrating a substantial lack of preparation, an inability to apply what has been learned, or significantly violates policy. Does not recognize criminal offenses when encountered or which crimes have been committed. Performance falls significantly below Division performance expectations. Does not recognize common traffic violations when encountered or which offenses have been committed. Does not recognize common municipal ordinance violations when encountered. Does not have or cannot effectively use basic and essential resource materials to find answers and solve problems.
2. Needs Improvement – Substandard field performance demonstrating a lack of sufficient preparation, an inability to completely apply what has been learned, or makes minor policy / procedure violations. Misses some criminal offenses or misidentifies which offenses have been committed. Misses some common traffic violations or misidentifies which offenses have been committed. Does not have all basic and essential resource materials or cannot consistently use them effectively to

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find answers and solve problems.

3. Meets Standard – Field performance demonstrates an adequate working knowledge of, and compliance with, the most commonly applied policies. Reflects an expected level of preparation and retention of what has been learned. Recognizes differences between criminal and non-criminal activity. Recognizes commonly encountered criminal offenses; applies and enforces the appropriate section of the codes. Recognizes commonly encountered violations and applies the appropriate sections of the code. Recognizes commonly encountered violations and applies the appropriate sections of the code.
4. Exceeds Standard – Field performance demonstrates above average levels of knowledge, preparation, and retention showing a strong understanding of policies and procedures and enforcement. Consistently exceeds Division performance expectations. Has all basic and essential resource materials and consistently demonstrates above average proficiency in using them to find answers and quickly solve problems. May also have and effectively use additional supplemental material. Performance demonstrates significant prior study.
5. Outstanding – Field performance demonstrates exceptional levels of knowledge, preparation, and retention showing a thorough understanding of policies and procedures. demonstrates exceptional levels of knowledge, preparation, retention, application, and enforcement. Consistently maintains high levels of productivity. Has all basic and essential resource materials, and additional supplemental materials, and consistently demonstrates exceptional proficiency in using them to find answers and quickly solve problems. Performance demonstrates significant prior study.

5. RETENTION: Ability to retain Previously Learned Skills, Procedure and Resource Material

Evaluates the trainee's ability to retain and apply training and information to which they have been previously exposed.

1. Unsatisfactory -- Demonstrates an inability to recall or effectively apply previously learned training or information.
2. Needs Improvement – Does not consistently recall or effectively apply previously learned training or information.
3. Meets Standard – Recalls and effectively applies previously learned training and information.
4. Exceeds Standard – Demonstrates above average abilities to recall and apply previously learned training and information.

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5. Outstanding – Demonstrates exceptional abilities to recall and apply previously learned training and information.

6a. PERFORMANCE: Stress Conditions

Evaluates the trainee's ability to perform in stressful conditions.

1. Unsatisfactory Loses emotional self-control, becomes confused, disoriented, or panics and is unable to function. Loses temper or displays cowardice. Significantly over or under reacts.
2. Needs Improvement – Demonstrates difficulty or inability to completely control emotions and function appropriately as a result. Over or under reacts.
3. Meets Standard – Consistently maintains emotional self-control and is able to function effectively and react appropriately.
4. Exceeds Standard – Maintains a calm demeanor and emotional self-control in unusually difficult situations; is able to function effectively and react appropriately.
5. Outstanding – Maintains a calm demeanor and emotional self-control in extraordinarily difficult situations; is able to function effectively and react most appropriately.

6b. PERFORMANCE: Non-Stress Conditions

Evaluates the trainee's ability to perform in non-stressful or normal conditions.

1. Unsatisfactory – Becomes confused and disoriented when confronted with routine, non-stressful tasks. Does not or cannot complete task(s). Takes wrong course of action or avoids taking action.
2. Needs Improvement – Is emotional or inefficient in the handling of routine, non-stressful tasks. Behavior can be perceived as immature. Does not consistently complete tasks or does not complete them in a timely and efficient manner. Does not consistently select the best course of action.
3. Meets Standard – Maintains emotional self-control, properly assesses routine situations, determines and takes appropriate course of action. Demonstrates maturity. Completes tasks in a timely and efficient manner.
4. Exceeds Standard – Maintains a calm demeanor and emotional self-control at all times. Demonstrates above average maturity. Properly assesses routine situations and consistently determines and takes appropriate courses of action, including

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during periods of high activity. Completes tasks in a very timely and efficient manner.

5. Outstanding – Maintains a calm demeanor and emotional self-control at all times. Demonstrates a high level of maturity. Quickly and accurately assesses routine situations and consistently determines and takes appropriate courses of action, including during periods of very high activity. Completes tasks quickly and in an exceptionally efficient manner.

7. OFFICER SAFETY: Command Presence / Control of Conflict / Physical Control and Handling of Suspects and Prisoners, Situation Awareness.

Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

1. Unsatisfactory – Speaks too softly or timidly, speaks too loudly. Submissive or passive, requiring FTO to take charge. Confuses or angers listener(s) by what is said and/or how it is said. Poor body language. Demonstrates inability to effectively give instructions or to control people and situations. Fails to use tactical communication skills when appropriate. Uses inappropriate level(s) of force (too much or too little) for the situation. Does not demonstrate an effective working knowledge of the use of force policy and/or approved force options and techniques. Submissive, passive, or ineffective, requiring FTO to take charge. Is physically unable to perform the necessary task. Does not use proper restraints or is unable to properly use restraints. Does not consider the obvious facts in a situation and fails to act logically. Decisions are unsound. Demonstrates inability or unwillingness to recognize or effectively solve typically encountered problems. Does not demonstrate appropriate self-confidence in addressing problems or making decisions. Avoids or does not actively seek or recognize unlawful or suspicious activity, or take action when the opportunity arises, or rationalizes away suspicious circumstances. Inability or unwillingness to apply knowledge or learned techniques in initiating activity. Does not make spontaneous, positive, field contacts. Does not perceive the environment and situation accurately, does not prioritize tasks correctly, cannot handle multiple inputs or tasks, or does not respond to them in a coordinated and efficient manner.
2. Needs Improvement – Verbal tone and articulation are not consistently effective in giving instructions or controlling people and situations. Sometimes demonstrates uncertainty, requiring FTO to take charge. Body language or tactical communication skills leave room for improvement. - Is not consistently effective in knowledge or application of appropriate level(s) of force and/or approved force options and techniques. Sometimes demonstrates uncertainty or ineffectiveness, requiring FTO to take charge. Is not consistently physically able to perform the necessary task. Has room for improvement in the use of restraints. Does not always consider available facts, resulting in some illogical conclusions. Does not recognize

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or effectively solve typically encountered problems. Self-confidence in addressing problems or making decisions leaves room for improvement. Does not consistently and actively seek or recognize unlawful or suspicious activity, or always take action when the opportunity arises, or sometimes rationalizes away suspicious circumstances. Ability or willingness to apply knowledge or learned techniques in initiating activity leaves room for improvement. Makes few spontaneous, positive, field contacts. Does not consistently perceive the environment and situation accurately, prioritize tasks correctly, handle multiple inputs or tasks, or respond to them in a coordinated and efficient manner.

3. Meets Standard – Speaks with authority in a calm, clear and articulate voice, supported by good body language. Demonstrates knowledge of how and when to speak. Is generally effective in giving instructions and controlling people and situations. Demonstrates effective tactical communication skills. Obtains and maintains effective control through the use of the appropriate level(s) of force and application of approved force options and techniques. Uses restraints effectively. Gives adequate consideration to all known facts before taking action. Decisions are generally acceptable. Recognizes and effectively solves typically encountered problems. Demonstrates appropriate self-confidence in addressing problems or making decisions. Consistently and actively seeks, recognizes and acts upon unlawful or suspicious activity and always takes appropriate action when the opportunity arises. Is effective in applying knowledge and learned techniques. Makes spontaneous, positive, field contacts. Perceives the environment and situation accurately, prioritizes tasks correctly, handles multiple inputs or tasks, and responds to them in a coordinated and efficient manner.
4. Exceeds Standard – Consistently and completely controls people and situations with an above average ability to speak in a calm, clear, articulate, and convincing voice, supported by very good body language. Is effective in nearly all cases, including difficult and trying situations. Demonstrates strong tactical communication skills. Demonstrates above average knowledge of the use of force policy and approved force options and techniques and ability to effectively and appropriately employ them, including in difficult situations. In nearly all cases decisions are sound and reflect thorough consideration of all known facts. Demonstrates above average reasoning and problem solving abilities. Recognizes and effectively solves difficult problems. Demonstrates above average and appropriate self-confidence. Above average level of initiative and effectiveness demonstrated in consistently and actively seeking, recognizing and acting upon unlawful or suspicious activity and taking appropriate action when the opportunity arises. Is very effective in applying knowledge and learned techniques. Often makes spontaneous, positive, field contacts. Demonstrates above average skills in perceiving the environment and situation accurately, prioritizing tasks correctly, handling multiple inputs or tasks, and responding to them in a coordinated and efficient manner, including under difficult circumstances.

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5. Outstanding – Consistently and completely controls people and situations with an exceptional ability to speak in a calm, clear, articulate, and convincing voice, supported by superior body language. Is effective in all cases, including very difficult and trying situations. Demonstrates exceptional tactical communication skills. Demonstrates exceptional knowledge of the use of force policy and approved force options and techniques and ability to effectively and appropriately employ them, including in very difficult situations. Displays extraordinary insight and ability to analyze and evaluate facts. Resulting conclusions and actions are consistently reliable in all cases. Recognizes and effectively solves very difficult problems. Demonstrates exceptional and appropriate self-confidence. Exceptional level of initiative and effectiveness demonstrated in consistently seeking, recognizing and acting upon unlawful or suspicious activity and taking appropriate action when the opportunity arises. Is exceptionally effective in applying knowledge and learned techniques. Makes frequent, spontaneous, positive field contacts. Demonstrates exceptional skills in perceiving the environment and situation accurately, prioritizing tasks correctly, handling multiple inputs or tasks, and responding to them in a coordinated and efficient manner, including under very difficult circumstances.

8. INVESTIGATIVE SKILLS: Problem Solving, Decision Making, Judgement, Investigative Skill, Crime Scene Handling, Interview, Interrogation Skill, Use of Resource Material.

Evaluates the trainee's ability to conduct a proper investigation with an emphasis on physical evidence and crime scene investigative procedures.

1. Unsatisfactory – Fails to conduct an effective basic crime scene investigation. Does not adequately protect and record crime scene. Fails to canvass for witnesses. Fails to accurately assess the crime(s) committed or to discern and protect the readily available evidence of it / them. Does not connect evidence with suspect when apparent. Makes frequent mistakes when identifying, collecting, or submitting evidence. Fails to properly collect available latent fingerprints in patrol level investigations.
2. Needs Improvement – Has room for improvement in basic and effective crime scene investigation. Adequate protection and recording of crime scene(s) leaves room for improvement. Does not thoroughly canvass for witnesses. Does not consistently and accurately assess the crime(s) committed or to discern and protect the readily available evidence of it / them. Does not consistently connect evidence with suspect when apparent. Leaves room for improvement when identifying, collecting, or submitting evidence. Does not always properly collect available latent fingerprints in patrol level investigations.
3. Meets Standard – Meets Standard- Basic crime scene investigations are competent and effective. Protection and recording of crime scene(s) is competent. Canvass for witnesses. Accurately assess the crime(s) committed and discerns and protects the

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readily available evidence of it / them. Connects evidence with suspect when apparent. Competent when identifying, collecting, or submitting evidence. Always properly collects available latent fingerprints in patrol level investigations.

4. Exceeds Standard – Demonstrates above average competency and effectiveness on basic crime scene investigations. Protection and recording of crime scene(s) is above average. Thoroughly canvass for witnesses. Accurately assess the crime(s) committed and discerns and protects the readily available evidence of it / them. Connects evidence with suspect when apparent. Above average competency when identifying, collecting, or submitting evidence. Always effectively collects available latent fingerprints in patrol level investigations, including in difficult situations.
5. Outstanding – Outstanding - Demonstrates exceptional competency and effectiveness on basic crime scene investigations. Protection and recording of crime scene(s) is exceptional. Thoroughly canvass for witnesses. Accurately assess the crime(s) committed and discerns and protects the readily available evidence of it / them. Connects evidence with suspect when apparent. Exceptional competency when identifying, collecting, or submitting evidence. Always effectively collects available latent fingerprints in patrol level investigations, including in very difficult situations.

9. SELF-INITIATED ACTIVITY: Self-Initiated Activity

Evaluates the trainee's interest and ability to apply knowledge and learned techniques in making self-initiated enforcement stops and field contacts.

1. Unsatisfactory – Avoids or does not actively seek or recognize unlawful or suspicious activity, or take action when the opportunity arises, or rationalizes away suspicious circumstances. Inability or unwillingness to apply knowledge or learned techniques in initiating activity. Does not make spontaneous, positive, field contacts.
2. Needs Improvement – Does not consistently and actively seek or recognize unlawful or suspicious activity, or always take action when the opportunity arises, or sometimes rationalizes away suspicious circumstances. Ability or willingness to apply knowledge or learned techniques in initiating activity leaves room for improvement. Makes few spontaneous, positive, field contacts.
3. Meets Standard – Consistently and actively seeks, recognizes and acts upon unlawful or suspicious activity and always takes appropriate action when the opportunity arises. Is effective in applying knowledge and learned techniques. Makes spontaneous, positive, field contacts.

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4. Exceeds Standard – Above average level of initiative and effectiveness demonstrated in consistently and actively seeking, recognizing and acting upon unlawful or suspicious activity and taking appropriate action when the opportunity arises. Is very effective in applying knowledge and learned techniques. Often makes spontaneous, positive, field contacts.
5. Outstanding – Exceptional level of initiative and effectiveness demonstrated in consistently seeking, recognizing and acting upon unlawful or suspicious activity and taking appropriate action when the opportunity arises. Is exceptionally effective in applying knowledge and learned techniques. Makes frequent, spontaneous, positive field contacts.

10. INTERPERSONAL SKILLS: With the Public and Department Members, Cultural Awareness, Verbal Communication.

Evaluates the trainee's ability to effectively interact with other Department members of various ranks and capacities, showing them appropriate dignity and respect.

1. Unsatisfactory – Displays a negative attitude. Is offensive, abrupt, overbearing, arrogant, uncommunicative, insensitive, or uncaring. Makes off-color comments or jokes. Violates sexual harassment policy. Is critical of, or patronizing to, FTOs, superiors, peers, or civilians, or is antagonistic to them. Gossips. Is insubordinate, argumentative, insincere, or sarcastic. Does not follow the chain of command. Considers self superior. Belittles others. Is not a team player.
2. Needs Improvement – Is moody or does not always display a positive attitude. Is occasionally perceived as offensive, abrupt, overbearing, arrogant, uncommunicative, insensitive, or uncaring. Makes comments or jokes that could be perceived as offensive. Is weak on knowledge of the sexual harassment policy. Is sometimes seen as critical of, or patronizing to, FTOs, superiors, peers, or civilians, or is viewed as being less than cooperative with them. Some conversations about others could be viewed as inappropriate. Does not consistently follow the chain of command. Is not always viewed as being a willing team player.
3. Meets Standard – Demonstrates a positive attitude. Is courteous, respectful, and friendly. Does not make comments or jokes that could be perceived as offensive. Understands and complies with the sexual harassment policy. Maintains good FTO, superior, peer, and civilian relationships and is accepted as a member of the group. Adheres to the chain of command and demeanor is consistent with his/her role in the organization. Is a team player.
4. Exceeds Standard – Demonstrates a very positive attitude. Is very courteous, respectful, and friendly, even under difficult or stressful circumstances. Is at ease in contacts with all members of the organization and displays proper consideration for their positions. Maintains above average FTO, superior, peer, and civilian relationships and is accepted as a member of the group. Consistently adheres to the

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chain of command and demeanor is consistent with his/her role in the organization.
Is a strong team player.

5. Outstanding – Consistently demonstrates an exceptionally positive attitude. Is exceptionally courteous, respectful, and friendly, even under difficult or stressful circumstances. Is particularly at ease in contacts with all members of the organization and displays proper consideration for their positions. Maintains exceptional FTO, superior, peer, and civilian relationships and is accepted as a member of the group. Adheres to the chain of command and demeanor is consistent with his/her role in the organization. Is a strong team player and makes an active effort to assist others.

11. DRIVING SKILLS: Normal Conditions / Enforcement / Stress / Emergency Conditions. City Orientation and Geography / Navigation / Response to Calls. MDC Use, Pre-shift Inspections, Equipment.

Evaluates the trainee's skill in the operation of police vehicles under normal and routine patrol driving conditions.

1. Unsatisfactory – Fails to perform routine maintenance checks. Frequently violates traffic laws. Involved in a preventable accident. Demonstrates poor situational awareness. Fails to drive defensively. Fails to maintain control of vehicle. Displays poor confidence, judgment or manipulative skills in vehicle operation. Drives too fast or too slow for conditions. Frequently violates traffic laws. Involved in a preventable accident. Demonstrates poor situational awareness. Fails to drive defensively. Fails to maintain control of vehicle. Displays poor confidence, judgment or manipulative skills - including multi-tasking - in vehicle operation or tactics. Drives too fast or too slow for conditions. Failure to use, or improper use of, emergency lights or siren. Unaware of location on patrol or in response to calls. Gets lost. Takes unnecessary detours to destination. Unable to relate present location to destination. Spends an unreasonable amount of time getting to destination. Does not know compass directions. Fails to properly use maps.
2. Needs Improvement – Does not consistently perform routine maintenance checks. Occasionally violates traffic laws. Involved in a preventable near miss. Does not always drive defensively. While maintaining control of vehicle, there is room for improvement as to situational awareness, confidence, judgment, or manipulative skills in vehicle operation. Sometimes drives too fast or too slow for conditions. Occasionally violates traffic laws. Involved in a preventable near miss. Does not always drive defensively. While maintaining control of vehicle, there is room for improvement as to situational awareness, confidence, judgment, or manipulative skills - including multi-tasking - in vehicle operation or tactics. Sometimes drives too fast or too slow for conditions. Leaves room for improvement in the use of emergency lights or siren. Occasionally violates traffic laws. Involved in a preventable near miss. Does not always drive defensively. While maintaining

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control of vehicle, there is room for improvement as to situational awareness, confidence, judgment, or manipulative skills - including multi-tasking - in vehicle operation or tactics. Sometimes drives too fast or too slow for conditions. Is not always aware of location on patrol or in response to calls. Occasionally gets lost. Sometimes takes unnecessary detours to destination. Occasionally unable to relate present location to destination. Sometimes takes too long getting to destination. Does not always know compass directions. Sometimes has difficulty using maps.

3. Meets Standard – Performs routine maintenance checks. Does not violate traffic laws. Drives defensively. Maintains good control of vehicle. Demonstrates good situational awareness, confidence, judgment, and manipulative skills in vehicle operation. Drives at the appropriate speed for conditions. Does not violate traffic laws. Drives defensively. Maintains good control of vehicle. Demonstrates good situational awareness, confidence, judgment, and manipulative skills - including multi-tasking - in vehicle operation and tactics. Drives at the appropriate speeds for conditions. Demonstrates proficiency in the use of emergency lights and siren. Is aware of location on patrol and in response to calls. Does not get lost or take unnecessary detours to destination. Is able to relate present location to destination. Does not take too long getting to destination. Knows compass directions. Has no difficulty using maps.
4. Exceeds Standard – Consistently performs thorough maintenance checks. Overall, consistently demonstrates above average driving skills. Does not violate traffic laws. Consistently drives defensively. Maintains very good control of vehicle. Consistently demonstrates very good situational awareness, confidence, judgment and manipulative skills in vehicle operation, including under periods of high activity. Drives at the appropriate speed for conditions. Consistently demonstrates above average driving skills, including under difficult circumstances. Does not violate traffic laws. Consistently drives defensively. Maintains very good control of vehicle. Consistently demonstrates very good situational awareness, confidence, judgment, and manipulative skills - including multi-tasking - in vehicle operation and tactics. Drives at the appropriate speeds for conditions. Demonstrates above average proficiency in the use of emergency lights and siren. Demonstrates above average skills in consistently knowing location on patrol and in response to calls. Does not get lost or take unnecessary detours to destination. Is always able to relate present location to destination. Above average response times in safely getting to destination. Always knows compass directions. Has no difficulty using maps and uses them minimally. Including under difficult circumstances.
5. Outstanding – Consistently performs thorough maintenance checks. Overall, consistently demonstrates exceptional driving skills. Does not violate traffic laws. Consistently drives defensively. Maintains excellent control of vehicle. Consistently demonstrates exceptional situational awareness, confidence, judgment and manipulative skills in vehicle operation, including under periods of very high activity. Drives at the appropriate speed for conditions. Overall, consistently

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demonstrates exceptional driving skills, including under very difficult circumstances. Does not violate traffic laws. Consistently drives defensively. Maintains excellent control of vehicle. Consistently demonstrates exceptional situational awareness, confidence, judgment, and manipulative skills - including multi-tasking - in vehicle operation and tactics. Drives at the appropriate speeds for conditions. Demonstrates exceptional proficiency in the use of emergency lights and siren. Demonstrates exceptional skills in consistently knowing location on patrol or in response to calls. Does not get lost or take unnecessary detours to destination; always takes the quickest route. Is always able to relate present location to destination. Exceptional response times in safely getting to destination. Always knows compass directions. Has no difficulty using maps and rarely uses them; including under very difficult circumstances.

12. REPORT WRITING: Written – English / Spelling / Grammar / Neatness /Accuracy /Completeness / Organization /Policy / Computer Skills / Department Forms.

Evaluates the trainee's ability to effectively communicate in written English using proper grammar, spelling, and punctuation, and to prepare reports and forms that are neat and legible.

1. Unsatisfactory – Handwritten reports or forms are illegible, difficult to read, or sloppy. Reports or forms contain an excessive number of misspelled words, mechanical, grammatical or punctuation errors. Sentence structure or word usage is incorrect or incomplete. Unable to organize information and reproduce it in the required format. Omits pertinent details. Report is inaccurate, incomplete, or not chronological. Demonstrates very poor or ineffective keyboarding skills. Makes frequent errors or uses excessive amounts of time to complete routine tasks. Demonstrates poor skills in using the Department's MDCs, computers, or software programs, or takes excessive amounts of time to do so. Sends inappropriate or unofficial electronic messages or uses computers for unofficial purposes.
2. Needs Improvement – Handwritten reports or forms leave room for improvement; are sometimes difficult to read, or sloppy. Reports or forms sometimes contain misspelled words, mechanical, grammatical or punctuation errors. Sentence structure or word usage is not consistently correct or complete. Does not consistently organize information and reproduce it in the required format. Sometimes omits pertinent details. Reports leave room for improvement in accuracy, completeness, or chronology. Does not consistently demonstrate effective keyboarding skills. Sometimes makes an above average amount of errors or uses too much time to complete routine tasks. Does not consistently demonstrate average skill levels in using the Department's MDCs, computers, or software programs. Is weak on the policies concerning the official use of computer equipment.
3. Meets Standard – Reports and forms are legible. Grammar, spelling, mechanical, or punctuation errors are rare. Errors, if present, are insignificant and do not detract

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from the content or alter its meaning. Organizes information and reproduces it in the required format. Includes all pertinent details. Reports are accurate, complete, and chronological. Demonstrates effective keyboarding skills and efficient use of time. Demonstrates average skill levels in using the Department's MDCs, computers, and software programs. Complies with the policies concerning the official use of computer equipment.

4. Exceeds Standard – Reports and forms are very neat and consistently contain no grammar, mechanical, spelling, or punctuation errors and reflect above average writing skills. Consistently organizes information and reproduces it in the required format. Includes all pertinent details. Reports are consistently accurate, complete, and chronological. Demonstrates above average report writing skills by consistently producing very clear and detailed investigative reports, including difficult, complex, and lengthy ones. Consistently demonstrates above average keyboarding skills and time efficiency. Consistently demonstrates above average skill levels in using the Department's MDCs, computers, and software programs. Skills reflect significant preparation or study. Complies with the policies concerning the official use of computer equipment.
5. Outstanding – Reports and forms are particularly neat and consistently contain no grammar, mechanical, spelling, or punctuation errors and reflect exceptional writing skills. Consistently organizes information and reproduces it in the required format. Includes all pertinent details. Reports are consistently accurate, complete, and chronological. Demonstrates exceptional report writing skills by consistently producing exceptionally clear and detailed investigative reports, including very difficult, complex, and lengthy ones. Consistently demonstrates exceptional keyboarding skills and time efficiency. Consistently demonstrates exceptional skill levels in using the Department's MDCs, computers, and software programs. Skills reflect substantial preparation or study. Complies with the policies concerning the official use of computer equipment.

13. RADIO: Articulation of Transmissions / Procedure / Use of Codes / Comprehension.

Evaluates the trainee's ability to make clear and effective radio transmissions while using proper procedures and codes.

1. Unsatisfactory – Does not preplan transmissions, which are incomplete or disjointed. Speaks too rapidly or too slowly. Does not speak clearly, over or under modulates or otherwise improperly uses microphone. Frequently has to repeat or clarify transmissions. Demonstrates poor knowledge or usage of radio codes. Is not attentive to the transmissions of others and frequently unnecessarily interferes with their traffic. Frequently misses own call sign. Is often unaware of traffic to or from other units in his/her own beat area or adjoining beats. Frequently requires others to repeat radio transmissions or does not accurately comprehend transmissions. Poor knowledge of radio codes.

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2. Needs Improvement – Does not always preplan transmissions, which are sometimes incomplete or disjointed. Sometimes speaks to rapidly or too slowly. Does not always speak clearly, sometimes over or under modulates or otherwise improperly uses microphone. Sometimes has to repeat or clarify transmissions. Leaves room for improvement in the knowledge or usage of radio codes. Is not always attentive to the transmissions of others and sometimes unnecessarily interferes with their traffic. Sometimes misses own call sign. Is not always aware of traffic to or from other units in his/her own beat area or adjoining beats. Sometimes requires others to repeat radio transmissions or does not always accurately comprehend transmissions. Has room for improvement in knowledge of radio codes.
3. Meets Standard – Uses proper procedures with clear, concise, and complete transmissions. Rarely has to repeat or clarify transmissions. Is attentive to the transmissions of others and does not unnecessarily interfere with their traffic. Demonstrates proficiency with radio codes. Copies own calls and is normally aware of pertinent radio traffic to or from other units in his/her own beat area and adjoining beats. Accurately comprehends transmissions and does not require others to repeat. Knows radio codes well.
4. Exceeds Standard – Consistently uses proper procedures with clear, concise, and complete transmissions. Does not have to repeat or clarify transmissions. Is always attentive to the transmissions of others and does not unnecessarily interfere with their traffic. Consistently demonstrates proficiency with radio codes. Demonstrates above average skills, including under difficult conditions and periods of busy traffic. Consistently copies own calls and is always aware of pertinent radio traffic to or from other units in his/her own beat area and adjoining beats, including during periods of high activity. Frequently recalls previous transmissions and uses that information to advantage.
5. Outstanding – Consistently uses proper procedures with clear, concise, and complete transmissions. Does not have to repeat or clarify transmissions. Is always attentive to the transmissions of others and does not unnecessarily interfere with their traffic. Consistently demonstrates proficiency with radio codes. Demonstrates exceptional skills, including under very difficult conditions and periods of heavy traffic. Consistently copies own calls and is always aware of pertinent radio traffic to or from other units in his/her own beat area, adjoining beats, and the rest of the City, including during periods of very high activity. Consistently recalls previous transmissions and uses that information to advantage.

26. TIME MANAGEMENT: Prioritization, Multi-Task / Report Writing Time used.

Evaluates the trainee's efficiency as to the amount of time used to accurately complete report writing assignments

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1. Unsatisfactory – Requires an excessive amount of time to complete reports. Takes inordinately more time than the average, competent solo officer would typically use for a similar report(s). Demonstrates work disorganization and poor time management skills.
2. Needs Improvement – Requires a significantly longer amount of time to complete reports than is necessary as compared to the amount of time the average, competent solo officer would use for a similar report(s). Demonstrates room for improvement in work organization and time management skills.
3. Meets Standard – Completes reports within a reasonable time as compared to the amount of time the average, competent solo officer would typically use for a similar report(s). Demonstrates efficient work organization and time management skills.
4. Exceeds Standard – Consistently demonstrates above average skills in completing reports very quickly as compared to the amount of time an experienced, competent solo officer would typically use for a similar report(s). Demonstrates very efficient work organization and time management skills.
5. Outstanding – Consistently demonstrates exceptional ability in completing reports very quickly as compared to the amount of time a skilled, veteran officer would typically use for a similar report(s). Demonstrates exceptional work organization and time management skills.

15. ETHICS: Understanding and Application

Evaluates the trainee's understanding and application of the Law Enforcement Code of Ethics.

1. Unsatisfactory – Has demonstrated a significant lack of knowledge of the Code of Ethics, or with knowledge of it, has stated or demonstrated a willingness to ignore or violate it.
2. Needs Improvement – Knowledge of the Code of Ethics is weak, however he / she has not stated or demonstrated a willingness to ignore or violate it.
3. Meets Standard – Has an understanding of the Code of Ethics and demonstrates consistent and willing compliance to its standards.
4. Exceeds Standard – Consistently demonstrates an above average knowledge of the Code of Ethics in words and actions.
5. Outstanding – Consistently demonstrates an exceptional knowledge of the Code of Ethics in words and actions.

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16. MISSION AND VALUES: Understanding and Application

Evaluates the trainee's understanding and application of RPD's Mission and Values.

1. Unsatisfactory – Has demonstrated a significant lack of knowledge of RPD's Mission and Values, or with knowledge of them, has stated or demonstrated a willingness to ignore them.
2. Needs Improvement – Knowledge of RPD's Mission and Values is weak, however he / she has not stated or demonstrated a willingness to ignore them.
3. Meets Standard – Has an understanding of RPD's Mission and Values and demonstrates willing compliance to their standards.
4. Exceeds Standard – Consistently demonstrates an above average knowledge of RPD's Mission and Values in words and actions.
5. Outstanding – Consistently demonstrates an exceptional knowledge of RPD's Mission and Values in words and actions.